



Supporting Pupils with Medical Needs Policy

Date Published	May 2022
Version	1
Approved Date	October 2022
Review Cycle	Annual
Review Date	January 2025

An academy within:



“Learning together, to be the best we can be”

1. Context

- 1.1. Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's (DfE) Supporting Children at School with Medical Conditions (DfE 2015). This policy outlines how North Ridge Community School will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

2. Principles

- 2.1. We have adopted the key drivers of the 'Supporting Pupils at School with Medical Conditions' by the DfE as our aims and objectives. Wherever possible we will endeavour:
 - To ensure pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
 - To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
 - To work with health and social care professionals, Pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. Recognition

- 3.1. School Starter pack has a request for parents to provide the school with useful information regarding the pupil's needs.
- 3.2. The primary liaison member of staff will visit schools before admission to liaise with staff, parents and pupils to highlight areas of need.
- 3.3. Any EHCPs will be reviewed to monitor how school supports the pupils.
- 3.4. Medical needs are recorded on school's Management Information System (MIS). Issues of a sensitive nature are 'flagged up' on a need to know basis.
- 3.5. Weekly meetings ensure all staff are aware of emergent or developing medical needs and measures put in place to meet them.
- 3.6. All trips beyond routine request that parents inform school of any specific medical needs that may be relevant for that particular occasion.
- 3.7. When school becomes aware that a pupil with medical needs will begin attending or that a child already attending the school has medical needs the Senior Leadership Team and Family and Behaviour Team will be informed. The key person from one of

the teams then ensures that all of the relevant staff are notified and begins the process of planning for the child's safe admission to school. Arrangements to support Pupils are ideally in place before they start, or no later than two weeks after their admission.

- 3.8. When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence - usually some form of medical evidence and consultation with parents/carers.

4. Individual Healthcare Plans

- 4.1. Pupils with medical needs attending the school have an Individual Healthcare Plan (IHP) where this is required, the plan outlines what needs to be done, when and by whom. The delegated person will work with parents/carers and healthcare professional to develop IHPs
- 4.2. Not all children with medical needs require a plan. IHPs are reviewed annually or sooner if the child's medical needs have changed.
- 4.3. Common medical needs are:
- Asthma: pupils are not required to carry their own Salbutamol, but it will be available to them either in the classroom or in the medical room.
 - EpiPens are kept in a secure but available cupboard in the medical room for pupils, School ensures staff receive training.
 - Insulin will be kept in secure but available cupboard, in pupil-specific boxes in the medical room.
- 4.4. Children with injuries e.g. broken legs:
- School will try to relocate teaching locations to suit, where possible
 - Release from lessons to avoid crush and allow time
 - Access to e.g. chair lift
 - Where an illness keeps the child off school, work will be arranged to be sent to them, if this is reasonable and the pupil is well enough. Longer term illness may invoke referral to medical access school.

5. Roles and responsibilities

- 5.1. Any member of school staff may be asked to provide support to children with medical conditions, including the administration of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a Pupil with a medical condition needs help.
- 5.2. Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs;
- Participating in the development and review of their child's IHP;
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicines);
- Ensuring that written records are kept of all medicines administered to children;
- Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date.

5.3. The Trust is responsible for:

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place;
- Ensuring that the school's procedures are explicit about what practice is not acceptable;
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions;
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

5.4. The Headteacher is responsible for:

- Promoting this policy with the whole staff team, parents/carers, pupils and agency Partners;
- Ensuring sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions;
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy, First Aiders trained by the school as well as individual members of staff with responsibility for individual children;
- Cover arrangements to ensure availability of staff to meet individual children's needs;
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews;
- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up-to-date, is shared with all the individuals who need to know about it and reviewed at least annually;
- Providing adequate PPE for all staff.

5.5. Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition;
- Risk assessment for school visits, school journey and other school activities outside of the normal timetable;
- Implementing their actions identified in individual healthcare plans.

6. Links to achievement and social and emotional wellbeing

- 6.1. There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may become anxious or depressed. Long-term absences due to health problems may affect attainment, impact on a pupil's ability to sustain friendships and affect their wellbeing and emotional health. At North Ridge Community School we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.
- 6.2. North Ridge Academy staff are highly skilled in providing excellent social and emotional support. Our team will develop bespoke programmes to support transition following a period of absence working with outside agencies where appropriate.

7. Procedures for managing medicines

- 7.1. Please see the Medicines in School Policy

8. Emergency procedures

- 8.1. Where a child has an IHP, this defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school know that they should inform a teacher immediately if they think help is needed. If a pupil needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

9. Extra-curricular activities

- 9.1. School staff are fully committed to actively supporting pupils with medical needs to participate in the full life of the school including trips and visits. IHPs clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all Pupils to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician states that this is not possible).
- 9.2. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that Pupils with medical conditions are included. This includes consultation with the pupil, the parents/carer and any relevant external agency involved in the care of the child.

10. Unacceptable practice

- 10.1. In order to keep all pupils safe and well we are very clear that the whole team know what is not acceptable practice.
- 10.2. It is not acceptable practice (unless there is evidence included in the child's IHP from a medical professional) to:
- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
 - Assume that every child with the same condition requires the same treatment;
 - Ignore the views of the child or their parents; or ignore medical evidence or opinion;
 - Send Pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP;
 - If the Pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
 - Penalise children for their attendance record if their absences are related to their medical condition;
 - Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition;
 - Require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues;
 - Prevent pupils from participating, or create unnecessary barriers to children participating in any aspect of school.

11. Support for children with allergies and medical conditions

- 11.1. On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The Family and Behaviour Team or a member of SLT will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training. Where appropriate they will then develop an allergy pupil profile which includes a picture of the Pupil, a description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and held in the Pupil file.
- 11.2. Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the Pupil's classroom and the other held in the medical room.-The Family and Behaviour team will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it.
- 11.3. Teachers and support staff will be trained on how to use an Epi-Pen. The admin keeps a list of the staff trained and their training.



12. Training

- 12.1. Training to support the school in meeting the needs of children with medical conditions is provided on a regular basis, and from a range of practitioners. School undertakes whole school awareness training, induction training for new members of staff and training for individually identified members of staff.
- 12.2. We work in partnership with the school nurse to determine what training is required to meet the medical needs of the pupils. We regularly review our training programme in response to changes in staffing, changes in pupil population and reviews of IHPs.

13. Other professionals

- 13.1. School works closely with a range of other professionals when supporting a child with medical needs including GPs, school nurses, psychologists and specialist provision in hospitals etc.
- 13.2. The school nursing service work closely in partnership with the school and parents/carers.



The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	Annual Review or at the request of parent/carer
Name of school/setting	Northridge Community School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Allergies	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
For Entral medications-Volume of water flushes pre and post medication	
NB Medicines MUST be in the original container as dispensed by the pharmacy	
Contact details – please refer to pupil record card/Sims	
I understand that I must record in the home school diary or contact school to inform of any medication sent into school	Signature Parent/Carer

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed:..... Name:..... Date:.....
School Representative

Signed:..... Name:..... Date:.....
Parent/Carer



TO BE FILED CENTRALLY IN NORTHRIDGE SCHOOL ADMIN OFFICE
TO BE UPDATED EACH ACADEMIC YEAR OR WHEN CHANGES ARE NECESSARY

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	Annual Review or at the request of parent/carer
Name of school/setting	Northridge Community School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Allergies	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y	Pupil will self-administer with supervision
Procedures to take in an emergency	
Contact details – please refer to pupil record card/Sims	
I understand that I must record in the home school diary or contact school to inform of any medication taken prior to school	Signature Parent/Carer

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for my child self-administer pain relief with supervision in accordance with the school/setting policy.

Signed:..... Name:..... Date:.....
School Representative

Signed:..... Name:..... Date:.....
Parent/Carer

TO BE FILED CENTRALLY IN NORTHRIDGE SCHOOL ADMIN OFFICE
TO BE UPDATED EACH ACADEMIC YEAR OR WHEN CHANGES ARE NECESSARY



The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	Annual Review or at the request of parent/carer
Name of school/setting	Northridge Community School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Allergies	
Name/type of Ointment <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration	No
Procedures to take in an emergency	Refer to IHP
Contact details – please refer to pupil record card/Sims	
I understand that I must record in the home school diary or contact school to inform of any medication taken prior to school	Signature Parent/Carer

ALL CREAMS/OINTMENTS MUST BE IN A SEALED CONTAINER AND REMAIN IN SCHOOL FOR THE DURATION REQUIRED.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent for my child to have named topical cream/ointment applied in accordance with the school/setting policy.

Signed:..... Name:.....
Date:.....
School Representative

Signed:..... Name:.....
Date:.....
Parent/Carer

TO BE FILED CENTRALLY IN NORTHRIDGE SCHOOL ADMIN OFFICE
TO BE UPDATED EACH ACADEMIC YEAR OR WHEN CHANGES ARE NECESSARY



Record of medicine administered to an individual child at North Ridge School.

Name of child	
Date of Birth	
Class	
Name and strength of medicine	
Frequency of Medication	
Dose	
Route given	

Staff must check Information from the following documents before any administration: Parental Agreement, Prescription label and top of Administration record.

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			